

REQUEST TO FILL VACANCY

Position Vacancy	<u>ADMINISTRATIVE ASSISTANT</u>
Department	<u>REGISTER OF DEEDS</u>
Vacancy Result of:	<u>RETIREMENT</u>

Please respond to each of the following or provide the requested item. Attach additional sheets if necessary.

- 1. Job Description**
- 2. Departmental Organizational Chart**
- 3. Severance Payout Calculations for Terminating Employee**

Vacation	\$	
Sick Leave	\$	725.87
Employee Retirement Recognition	\$	2,177.24
Other	\$	
Total	\$	2,903.11

- 4. Explain the effects of leaving the vacancy until severance is accumulated.**

Leaving this position vacant will put extra workload burden on my deputy and myself.

- 5. Explain the effects of leaving the vacancy permanent or discussion of alternatives.**

The Register of Deeds office has a staff of 3 people. Most of daily work is timed which needs to be done by 5:00 . It is to busy for 2 people to handle on a permanent basis.

- 6. Provide description of departmental discussions about the vacancy.**

Belinda is retiring January 30 2017. Our slowest season is winter, this will give time to train the new employee. Also, Doc Pro is scheduled to be installed in January which will be helpful to have Belinda focus on waiting on customers as Tammy and I learn the new computer system.

7. **Estimated length of time to fill the position after approval.**

30 days

- 8. Any additional comments?**


Department Manager

December 6, 2016
Date

Request for filling of vacancy: Approved Denied

Chairman, Brookings County Commission

Date _____

POSITION TITLE: Administrative Assistant
DEPARTMENT: Register of Deeds
REPORTS TO: Register of Deeds
FLSA STATUS Non Exempt
GRADE: N-4

DESCRIPTION OF WORK

General Statement of Duties

Performs clerical work in maintaining records filed with the Register of Deeds Office.

Supervision Received

Under the direct supervision of the Brookings County Register of Deeds. In the absence of the Register of Deeds, under the Supervision of the Deputy.

Examples of Duties: (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this grade.)

- Serves as the first contact to the public as the office receptionist answering the telephone and greeting individuals; answers questions and inquiries and/or directs individuals to the appropriate departmental personnel.
- Assists with balancing of daily cash/charge fees collected and running daily and monthly computer reports as directed.
- Responsible for maintaining poor lien records to include posting poor liens and poor lien satisfactions.
- Conducts and assists customers with property, title, and genealogy searches.
- Maintains and enters recorded documents in the fee book, enters page numbers on documents, and enters the information into the computer system.
- Records property transfers (PT 55's).
- Prepares and distributes monthly report to the SD Department of Health, prepares and distributes weekly report to the Brookings County Equalization Office, and prepares other reports as needed or as directed.
- Prepares certified copies to include birth, death, and marriage certificates, military records, and other certified copies as directed.
- Issues marriage licenses.
- Maintains the burial record.
- Assists with the document imaging system as directed.
- Attends training sessions and meetings as required.
- Performs work in a manner consistent with safe practices.
- Develops and maintains positive, professional relationships with the general public and other employees.
- Performs other such duties and functions as assigned and necessary to the proper performance of the position.

QUALIFICATION FOR APPOINTMENT

Required Knowledge, Skills, and Abilities

- Extensive knowledge of modern office practices, procedures, and equipment to include typewriter, copy machine, fax machine, calculator, computers, document scanner, etc.
- Knowledge of local, state, and federal laws pertaining to the functions of the Register of Deeds Office.
- Ability to make mathematical computations accurately and quickly.
- Ability to communicate well both verbally and in writing.
- Ability to understand and follow written and verbal instructions.
- Ability to maintain a professional relationship with the general public and other employees.
- Ability to demonstrate organizational skills.

- Ability to stand for long periods of time, and regularly lift and/or move up to 30 pounds and occasionally lift and/or move up to 50 pounds.
- Knowledge of modern computer software programs to include Microsoft Office, Microsoft Windows, Internet, Email, and Document Scanning Software.
- Knowledge of property descriptions preferred.

Education

- High School Diploma or GED Certification.
- Additional coursework in computers or modern office practices preferred.

Experience

- No less than two (2) years experience in an office setting with clerical and/or office assistant responsibilities (including filing, correspondence, and receptionist duties).
- Experience operating computers, and modern software programs (such as Microsoft Office and Windows).

OR

Any equivalent combination of education and experience as is acceptable to the hiring authority.

Commission Chairperson

Date